



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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367 North State Street, Suite 206
Ukiah, CA 95482

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) AGENDA

DATE: Tuesday, February 7, 2017
TIME: 1:30 pm

PLACE: Umpqua Bank Board Room
805 11th Street
Lakeport, California

Caltrans-District 1
Teleconference
1656 Union Street
Eureka, California

Teleconference Call-in # 1 (866) 576-7975, Participant Code: 961240

Call to Order and Introductions

1. Public Input
2. Approval of Draft December 13, 2016 SSTAC Meeting Minutes
3. Non-Emergency Medical Transportation (NEMT)
 - a. Pay Your Pal Update (*Parker*)
 - b. Other NEMT projects
4. Consolidated Transportation Services Agency (CTSA) Update
 - a. Lake Links Non-profit Formation Update (*Wall, Davey-Bates*)
 - b. Draft December 13, 2016 CTSA Minutes
5. Update on Lake Transit Projects and Grants
 - a. FTA 5311(f) Program (*Wall*)
 - b. FTA 5310 Grant Call for Projects (*Parker, Speka*)
 - c. Lake Transit Hub Location Plan Update (*Wall, Davey-Bates*)
 - d. Other grants
6. Update on Lake Transit Authority (LTA) meetings
 - a. Draft December 14, 2016 LTA Meeting Minutes
 - b. February 8, 2017 LTA Agenda
7. Update on Human Services Transportation Programs
8. Discussion of Issues and/or Other Topics
 - a. RTP Workshop Update (*Speka*)
9. Date for next meeting: Tuesday, May 9, 2017 (*Tentative*)

10. Announcements/Good of the Order

11. Adjourn

PUBLIC EXPRESSION

Any member of the public may speak on any agenda item when recognized by the Chair for a time period, not to exceed 3 minutes per person and not more than 10 minutes per subject, prior to the Public Agency taking action on that agenda item.

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the APC office at (707) 263-7799, at least 72 hours before the meeting.

Date posted: 2/01/17

List of Attachments:

Agenda Item #2: December 13, 2016 Draft SSTAC meeting minutes

Agenda Item #4b: December 13, 2016 Draft CTSA meeting minutes

Agenda Item #5b: FTA Section 5310 Program Fact Sheet

Agenda Item #5b: FTA Section 5310 Program Fact Sheet

Agenda Item #6a: December 14, 2016 Draft LTA Meeting minutes

Agenda Item #6b: February 8, 2017 Lake Transit Authority Agenda



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Draft Meeting Minutes

Tuesday, December 13, 2016
1:35 p.m.

Lamkin-Sanchez Transit Center
9240 Highway 53
Lower Lake, California

Caltrans – District 1
Teleconference
1656 Union Street
Eureka, California

Present: Ilene Dumont, Mark Wall, Mark Wall, Michelle Dibble, Joel Morin, Paul Branson, Karl Parker, and teleconference: Dave Carstensen

Absent:

Also Present: Lisa Davey-Bates, John Speka, Marta Ford, teleconference: Nephel Barrett and Phil Dow

1. Call to order

Ilene Dumont called the meeting to order at 1:35 PM.

2. Approval of SSTAC Meeting Minutes

Adopt the draft September 13, 2016 meeting Karl Parker made a motion to adopt the minutes and Paul Branson seconded the motion. The minutes were adopted by unanimous vote with minor corrections noted.

Action Item: Make minor corrections as noted to the September 13 minutes.

3. SSTAC Membership Roster Update

Discussion on membership of the current and pending vacancies and replacements needed due to end of term and changes in job positions. Todd Metcalf resigned from his position at Dept. of Social Services; moving to a different department. Tavi Granger has been suggested as a replacement for Social Services Provider Seniors for the next 3-year term through October 2019. Tracy Thomas resigned from Live Oak Senior Center about 2 months ago. Live Oak no longer provides service, so there is no need to specifically find a replacement from that senior center. This creates an opportunity to fill the Transportation Provider vacancy. After discussion by the SSTAC, it was determined the vacancy will be offered to St. Helena Clearlake Hospital and/or Tribal Health Consortium. Frank Parker has not been responsive to attempts to contact and will be replaced for the Social Services Provider Handicapped position. Lake APC staff will contact the Lake County United Veterans Council or VA Clinic to attempt to recruit a participant. Ilene Dumont has extended her membership as the Transportation Provider Handicapped until October 2019. Karl Parker will replace Wanda Gray for Consolidated Transportation Service Agent until October 2019.

Motion by Michelle Dibble and second by Paul Branson to add Tavi Granger to the Social Services Provider Senior position until October 2019, contact St. Helena Hospital and/or Tribal Health to

offer, if interested, to recruit for the Transportation Provider position, replacing Tracy Thomas at Live Oak Senior Center, contact the Lake County Veteran's Council and/or VA Clinic for a Social Worker for a Social Services Provider Handicapped representative until October 2018 and extend that to October 2019, change the CTSA Representative to Karl Parker with an expiration to October 2019. Approved unanimous vote by all in members.

Action Items:

- John to contact St. Helena Hospital and Tribal Health Consortium for a Transportation Provider and Lake County United Veterans Council and/or VA Clinic to see if they have a Social Worker that may be interested in participating as the Social Services Provider Handicapped.
- Verify to add Tavi Granger as the Social Services Provider
- Change the CTSA Representative to Karl Parker

4. FY 2017/18 Unmet Transit Needs Workshop

Nephele Barrett went through the process of developing the Unmet Transit Needs assessment:

1. Adopt definitions for the Unmet Transit Needs (adopted by APC on 12/10/2014)
2. Conduct Public Hearings (scheduled to be presented at the ATC Board Meeting in February 2017)
3. Determine the if the findings qualify per the definitions and is or is not "reasonable to meet"

The focus for today is to develop the draft list. The Technical Advisory Committee will have an opportunity to include items to the list then it will go to APC Meeting in February for public hearing for the public to identify items to add to the list. The APC will have to make the finding that either none of the items listed are qualified as an Unmet Transit Need that are reasonable to meet or there are Unmet Transit Needs that are reasonable to meet. Not all of the items are required to meet the qualifications in order for the next step in the process, but there must be some that do in order for this list to meet the criteria. Public input is gathered prior to finalizing the list for the items that will be further analyzed and then forwarded to SSTAC for a recommendation. The Council reviewed the current draft list of 4 items carried over and 1 additional item listed and determined the following:

1. Medical Trips to Saint Helena Clearlake and Sutter Health Lakeside and potentially Tribal Health was found no longer an unmet need; however, a discussion with the facilities for further review if the current process is adequately fulfilling the need.
2. Eastbound service to Spring Valley and further east, allowing people to connect with service to the Sacramento area remains an unmet need.
3. Non-Emergency Medical Transportation in outlying areas remain an unmet need.
4. Non-Emergency Medical Transportation to out of county locations remains an unmet need.

Discussion on Item 1 brought up the issue of people calling 9-1-1 whenever they feel the need to go to the hospital in order to obtain a free ride from an ambulance instead of using transit services. This is inappropriate use of that resource. Members concluded that the Mobility Management position could be used to inform people of other options.

Ilene told the Council of a new Federal regulation of Competitive Integrated Job Placement to be in place by January 2019 for the Developmentally Disabled population that requires all severely disabled people to participate in a program that encourages them to enter the workforce. This puts the requirement to provide bi-directional transportation for these individuals. This regulation will also require the need for a Mobility Management position to coordinate the added responsibilities in order to meet this regulation.

Members determined it would be prudent to include on the list of unmet needs for additional staff to create and meet the duties of Mobility Management to fulfill the upcoming Developmentally Disabled regulation.

Karl Parker was contacted by Dr. Karen Tait, Lake County Public Health Department about getting children out-of-county for non-emergency medical appointments. Partnership Healthcare is required to provide this service, but is primarily using public taxi services to provide this service; which is not a feasible solution. Karl requested further historical data from Dr. Tait regarding the number of participants she feels have been affected. She agreed to obtain the information for him. The need to identify children non-emergency medical out-of-the-area transportation will be included on the draft list.

5. Non-Emergency Medical Transportation (NEMT)

Karl summarized a stakeholder provider NEMT Roundtable meeting conducted on September. 14 people were in attendance, representing 10 different organizations in the Lakeport area. One of the main focuses in that meeting was to review the Mortality Data Mapping Project conducted by the Health Leadership Network. The data they reviewed consists of Lake County's health and wellness to show locations of the greatest challenges. A cluster of challenges was determined to be in the Northshore area. It was clearly identified that the greatest NEMT service need was for out-of-county for medical care. The next meeting is planned for February; one of the topics of that meeting will be on the 5310 grant opportunities that are coming. Lisa mentioned a grant that Shasta County submitted to initiate transportation service from Redding to Sacramento with one of the anticipated stops being in Williams; this could become an unmet need to transport people from Lake County to Sacramento, so it could be another opportunity to medical services as well as the airport.

Karl has also had been in contact with people on Area Agency on Aging Transportation Council. They have a challenge on meeting needs for out-of-county medical transportation. The idea to get people from Lake County to a shuttle service from Santa Rosa to the Bay Area might work effectively rather than one directly to the Bay Area.

Medi-Cal reimbursement for non-emergency medical transportation to be put on hold until Lake Links is better established.

Update on the Pay-a-Pal Program: Currently there are 6 clients enrolled; two in the last week. The first 4 people reported information until the end of November that starting July 1, they have taken 303 trips that totaled 5,025 miles, 4,003 which was eligible for reimbursement. The total amount of money that has been reimbursed is \$1,429 and equals about \$4.83 per trip, the average trip was 13.6 miles. The participants who have reported back included comments on how much they've appreciated this program and how nice it is working out for them. Karl distributed a brochure on the program. He reported that this program was not to be publicly broadcast, but in the last month he presented the program to Middletown and Lucerne Senior Centers and last week Adult Services. The program allows for \$.35 per mile reimbursement for people in the program up to 200 reimbursable miles per month. The challenges to expand the program is the interested people finding the support people to drive them places. The reimbursement goes to the rider who is in the program, it is up to the rider to give it to the driver(s). The riders keep records of their travels on a report form and turn that in for reimbursement. The funding comes from Article 4.5 Local Transportation funds and some grant money that is expected to go away soon; this program is eligible for the 5310 Grant money which is anticipated to be used pending that award.

6. Consolidated Transportation Services Agency (CTSA)

a) Lake Links Non-profit Formation Update

There is a scheduled meeting preceding meeting to talk about the formation of Lake Links Non-Profit which will potentially become the CTSA. Currently the Article of Incorporation and the process that will create that formation that will take about 3 to 4 months to develop.

7. Update on Lake Transit Projects and Grants

a) FTA Rides to Wellness Grant Update

The grant was not awarded which was reported at the September meeting.

b) FTA 5311(f) Program

A teleconference was preformed that was opened to all who was awarded within that grant. The parties that ended up participating in the teleconference included 3 Greyhound representatives and 4 Public Transit Agencies on each call. Mark feels the 5311 Grant Program was mismanaged due to the criteria being too wide open, including toll credits that allowed no local match requirement. They had a surplus of this money for years and 15% of all 5311 Grant money to California is required to be allocated to inner city program which built up a surplus and it is all gone now. About 2 years ago, the total amount of the grant for the year was \$6 million including operations in capital grants. The amount of applications for the grants totaled \$8 million but they only have \$4 million this year so it was requested that the committee help figure out how they were going to reduce the amounts to accommodate the reduction. They came out with the recommendation that there are no more toll credits, there are no more capital grants for vehicles and then they gave a choice of 25% cut for everybody or do you want a \$150,000 cap on projects.

Last year LTA only received \$540,000, and next year may be reduced to \$380,000; resulting in a \$190,000 cut. If we want this money at all we have to provide the same service as last year (with less money provided). They will have to cut schedules now, even though the actual funding cut will be effective by July 1 2017; start cutting services now will allow for saving money to allot for the required services and local match from other grants for routes not included in the grant. Operations contract will be out in RFP later this month and there is a new collective bargaining which a new contract will be in agreement with but will raise the cost quite a bit.

c) FTA 5310 Grant Call for Projects

Call for projects is January 9, and the applications are due March 1; January and February work will be increased to put together a proposal. A call for projects for Lake County non-profits was distributed to see if there is a need or desire to attain vehicles through the 5310 program. It is not anticipated that there will be strong demand; absent of demands, there will be a focus on the current identified demands of funding for operating programs like the Mobility Management and the Pay Your Pal programs to try to build on initiatives like the new Freedom Grant and the 5310 program. Also, since the bus used to provide services through Live Oak Senior program is no longer used for that purpose, it may develop a pilot program for out-of-county services. There is a match requirement of 11.47% for the 5310 Grant. This is a two-year (last and this year) funding for Call for Projects so it is important to look at future needs and anticipate in the possibility of this opportunity in the future. January 9th. There is a training on the application process in Sacramento that Karl is attending and Ilene said she may attend as well. APC Staff offered to assist in the application process as well to work with both Karl and Ilene.

d) Lake Transit Hub Location Plan Update

Work on the plan continues. The APC has amended the contract to review security issues to try to address some concerns that were brought up. The school located across the street from the identified location had some objections that needed to be addressed. They have met, and may need to meet again, with the school and the college to talk through their concerns.

e) Sustainable Transportation Planning Grant

John Speka, Transportation Planner for APC, introduced himself. John submitted two Sustainable Transportation Planning Grant applications on November 4th. One is a resubmitted application for a bus passenger facilities plan for \$130,000 to improve or expand the existing structures for all LTA facilities; this includes bus stops and information services. A 2006 plan that

did something similar was only partially implemented; this one is to come up with a better strategy for multi-jurisdictional resources to use and fund it better to sustain the plan. Notification of the approval is expected in April. The second application is a study to identify needs, priorities and feasibilities of improving pedestrian facilities in the cities and county. This one is for \$184,500; there is a requirement to match funds for each of the projects that will be paid through LTA Funds. If these applications are approved, the plans will cover from July 2017 until the end of 2020 fiscal year. Currently there is no sidewalk inventory or GIS data at all. Obtaining this data will assist in obtaining funds on future projects in the Active Transportation Program.

f) Other grants

No information on other grants at this time.

8. Update on Lake Transit Authority (LTA) meetings

The Sept 14th meeting was primary about the RFP on the for the operations contract that will be distributed soon.

a) Draft September 14, 2016 LTA Meeting Minutes

This item was not discussed.

b) December 14, 2016 LTA Agenda

There is an advertising services RFP that is being released, first quarter operating statistics and financial status report, an update on operating and maintenance RFP which will be released before Christmas, and an amendment on the current operations and maintenance agreement which will extend it for another 3 months as well as a few other reports are scheduled to be on the agenda.

9. Update on Human Services Transportation Programs

Using the vehicles and they are getting older; will be looking into submitting the application for the 5310 Grant. The reports were submitted at their DOT; they received complements on their work.

10. Discussion of Issues and/or Concerns of SSTAC Members

a) SSTAC membership and meeting participation

No response

11. Date for next meeting:

Tuesday, Feb 7th at 1:30 PM. They are primarily scheduled for the second Tuesday of the month, quarterly.

12. Announcements/Good of the Order

Lake Links meeting is to start immediately after this meeting; all welcome to join.

13. Adjourn

Meeting adjourned at 3:22 PM

Respectfully Submitted,

Marta Ford – Administrative Assistant

**Lake County
Consolidated Transportation Services Agency (CTSA) Ad-Hoc Committee
Draft Meeting Minutes**

*SSTAC Meeting: 02/07/17
Agenda Item: #4b*

Wednesday, December 13, 2016
3 p.m.

Lake Transit Authority (Conference Room)
9240 Highway 53
Lower Lake, California

Present

Karl Parker, Paul Branson, Paul, Joel, Mark Wall, Bill McIntyre, Michelle Dibble
Phil McGuire and Greg Miller the Principal of Innovative Paradigms

Paul, Joel

Absent

Kaye Bohren,

Also Present

Lisa Davey-Bates, Executive Director, Lake County/City Area Planning Council
John Speka, Transportation Planning, Lake County/City Area Planning Council
Marta Ford, Administrative Assistant/Dow & Associates
Phillip Dow, (on the phone)

The meeting was called to order at 3:25 p.m. Ms. Davey-Bates introduced Phil McGuire and Greg Miller and opened the meeting by listed the importance developing a Non-Profit Corporation. One of the listed benefits is the ability to obtain contributions from other public agencies and non-profits contribute. The NEMT program is a public agency and currently it would be considered a gift of public funds.

Mr. McGuire gave an overview of his and Mr. Miller's involvement, explained their relevant background and the steps that is necessary to develop a non-profit incorporation.

1. **Roll Call**
2. **Approval by Consensus of Ad-Hoc Committee Notes – September 8, 2015**
September 8, 2015 meeting notes approved
3. **Recent Non-Emergency Medical Transportation (NEMT) Developments**
Non-profit to serve as a CTSA for non-emergency medical transportation services and non-medical transportation services that is eligible through Medi-Cal, such as
4. **Lake Links Non-Profit Corporation**
 - a. **Articles of Incorporation**
A group discussion around not for profit services to be included in the Articles of Incorporation. They reviewed definitions of profit vs. non-profit services and the clients that would be eligible specifically within the non-profit criteria.
 - b. **Bylaws: Discussion of major elements of Bylaws including**
 - i. **Corporation name**

Mr. Miller has filed for a reservation for the corporation name of Lake Links.

ii. Corporation address

The Corporation's address will be 367 N. State Street, Suite 204, Ukiah, CA 95482; this address is the same location of Lake County/City Area Planning Council.

iii. Definition of nonprofit purpose

Mr. McGuire suggests to lead with broader language for the corporation's purpose to allow the activities and services it may provide to grow. This will allow for the non-profit incorporation to conduct for-profit business; this is legal with filing pay unrelated business income taxes. The draft Articles of Incorporation that was provided gave three specific public and charitable purposes of the corporation:

- A. To improve the quality and effectiveness of transportation services to senior citizens, persons with disabilities and persons of low income.
- B. To identify, organize and serve the special transit needs of senior citizens, persons with disabilities and persons of low income.
- C. To coordinate, facilitate and provide Non-Emergency Medical Transportation (NEMT) or other transportation services for senior citizens, persons with disabilities and persons of low income.

Letter "C" was specifically discussed and decided by the group to coordinate, facilitate and provide transportation services and take out "Non-Emergency Medical Transportation (NEMT)" and add the words "disadvantaged groups such as" before "senior citizens, persons with disabilities and persons of low income" to be less restrictive and add that language to "A & B" as well. Mr. McGuire explained to the group what other CTSA services in other area do that are all still transportation related for disadvantage groups.

iv. Board Composition: number of members, appointing bodies, terms

The group nominated and appointed Lisa Davey-Bates as the Incorporating Executive Board Member that will transition to exofacial status to reduce the risk of conflicting interest. The consensus to keep the board members to an intimate number of highly committed, active board members unanimous. After discussion of the number of members and terms the following was decided to propose:

Number of members: 5 Board Members, initially with no alternates.

Types of people to focus on: APC appoint 2, SSTAC appoint 1, and other two members to appointed by the non-profit.

Terms: Effective dates to be staggered

Meeting consistency: "at least quarterly"

v. Staffing: who serves as executive, authority of executive, spending levels

The group decided to postpone appointing staff to serve at this time to a later time. Regarding how the meetings, once staff is appointed, the secretary will be responsible for taking the minutes. Regarding how the meetings are conducted, the group agreed on using the language "adopt and amend as necessary such rules and regulations for the conduct of its meetings and affairs as are necessary" in lieu of specifying the use of Robert's Rules.

vi. Other matters

Mr. McGuire will compile the comments of the group of today's meeting, put them in a draft of the bylaws and circulate them to have for the opportunity to comment on the draft. Expected to have that completed by the end of next week.

c. Relationship of new corporation to Area Planning Council

Decided this information was understood without further discussion.

5. Upcoming Matters

Items a. and b. are related and will be described in a.

a. Contract between Lake Transit Authority and Paratransit Services

This information is in regards to the Mobility Coordinator agreement. Karl's contract expires at the end of February through Paratransit Services. The Operations and Maintenance contract through Paratransit Services is a separate issue than Karl's contract as the Mobility Coordinator. This gives an opportunity to the board either extend the agreement with Paratransit Services, which would be a short-term solution, or make it a month-to-month agreement, or actually hire a Mobility Coordinator, or the APC can make another choice in how they want to handle this position.

At this time the group agreed to recommend to the board that an extension would be the best course of action to continue the contract through Paratransit Services.

b. Revision of Mobility Coordinator Agreement

c. Section 5310 Call for Projects – January 2017

A Program Fact Sheet and Timeline was distributed to the group. Discussion summarizing the Call for Projects was reiterated from the earlier Lake County/City Area Planning Council meeting earlier that day. No further discussion.

6. Next Meeting Date

January 26, 2017 at 3:00 p.m.

7. Adjourn Meeting

Meeting adjourned at 5:10 p.m.

Respectfully Submitted,

Marta Ford – Administrative Assistant

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Federal Fiscal Years 2015, 2016 and 2017

PROGRAM FACT SHEET AND TIMELINE

Program Purpose:

Provide capital and operating assistance grants for projects that meet the transportation needs of seniors and individuals with disabilities: where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed-route service; that provide alternatives to public transportation.

Funds Available FFY 2015 – 2017

- Approximately \$28 million in Federal funds for Large UZAs; and \$20 million for Small Urban and Rural.
- Projects are funded 100% with Federal funds upon FTA approval of Transportation Development Credits (Toll Credits)
- FTA mandates that at least 55% of funding is used for vehicle and other equipment projects.
- FTA mandates that no more than 45% of funding be used for Operating Assistance and Mobility Management projects.

NEW this grant cycle: Electronic Grants Management System (EGM). All projects will be administered online from application to project closeout. Less paper, more efficiency! EGM training will be in January 2017.

Eligible Applicants:

- * Private non-profit corporations; (Vehicles, Other Equipment, Mobility Management and Operating Assistance);
- * Public agencies where no private non-profits are readily available to provide the proposed service (Vehicles and Other Equipment);
- * Public agencies that have been approved by the State to coordinate services (Vehicles and Other Equipment);
- * Public agencies (Operating Assistance and Mobility Management);
- * An Operator of Public Transportation that receives a Section 5310 grant indirectly through a recipient (Operating Assistance and Mobility Management).

Eligible Equipment:

- * Accessible vans and buses;

- * Mobile radios and communication equipment;
- * Computer hardware and software

Vehicle Replacement Eligibility:

Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A replacement bus(s) or van must meet or exceed useful life at the time of application.

Service Expansion Eligibility: Applicants must be able to document that the proposed transportation service will provide:

- * Services to additional persons; or
- * Expand the service area or hours; or
- * Increase the number and/or frequency of trips.

Eligible Mobility Management Activities: Include, but are not limited to:

- * Planning, development, implementation of coordinated transportation services;
- * Travel training/trip planning.

Eligible Operating Activities: Include, but are not limited to:

- * Expansion of hours/service of paratransit service beyond the requirements of ADA;
- * Enhancement of services (same day; etc.)
- * New or expansion of Volunteer Driver Programs.

Funding Selection Process:

1. The Regional Transportation Planning Agency (RTPA) scores the applications using established evaluation criteria and completes a prioritized list for their region.
2. The State Review Committee reviews the RTPA scores, and compiles a statewide-prioritized list of projects based on available funding.
3. The California Transportation Commission (CTC) holds a public hearing to review and adopt the final list of small urban and rural projects.
4. Caltrans submits approved projects to the FTA.

Program Requirements: Once approved by FTA, successful applicants enter into a Standard Agreement with Caltrans. The agreement remains in effect until the project's useful life; or, for mobility management or operating assistance projects, the Standard Agreement duration. Grantees are responsible for the proper use, operating costs, and maintenance of all project equipment. Grantees must be prepared to comply with the requirements of Caltrans, the Department of Motor

PROGRAM NOTE:

FTA Section 5310 vehicles are purchased by Caltrans using a State procurement process. Upon Caltrans approval, public agencies may follow their own local procurement process. However, the grantee must comply with state and federal procurement procedures when purchasing with local funds. Upon project completion, the grantee requests reimbursement from Caltrans for the Federal Share.

Vehicles, and the regulations of the California Highway Patrol.

5310 PROGRAM TIMELINE

- November 1, 2016** - RTPA/MPO Training tentatively scheduled for Redding, Sacramento, Riverside
- Begin Schedule for Public Hearings (Public Transit Only)

- January 9, 2017** - Call for Projects
- Grant Application Workshops

- January 9-13, 2017** - EGM Training for Agencies/RTPAs and Application Workshops (Workshops tentatively scheduled for Redding, Sacramento, San Francisco, Visalia, San Bernardino/Riverside area).

- March 1, 2017** - Applications are closed on EGM for any additional entry. System locks applications at 5 PM on March 1. Before EGM closes RTPAs certify to Caltrans that all projects are included in their respective Coordinated Plans.
- RTPAs and the State Review Committee (SRC) score the applications concurrently during the month of March.
- The RTPAs score the vehicles and equipment applications. SRC verifies the RTPAs' scores on the vehicle and equipment project applications. SRC scores the Operating Assistance and Mobility Management applications.
- Goal for completing Public Hearings.

- April 3, 2017** - RTPAs verify/compile regional prioritized lists on EGM to be submitted to FTA by Caltrans.
- Grace period for completing Public Hearings ends.

- April 2017** - Regional scores are merged into a statewide-prioritized list of projects.

- May 2017** - Submit draft list to CTC for book item at the upcoming CTC meeting
- CTC distributes public draft Program of Projects (POP)

- June 2017** - CTC conducts staff level conference for the SRC to hear any filed appeals
- CTC conducts public hearing to adopt final POP
- Final POP distributed publicly
- Projects are programmed in the FTIP

- August 2017** - Schedule Successful Applicant Workshops, verify new agency information
- After verification that all projects have been programmed, approved POP submitted to FTA for funding approval
- After FTA's final approval, Standard Agreement process initiated
- Procurement process begins.

*For additional information call our toll free number (1.888.472.6816) or visit our website at:
<http://www.dot.ca.gov/hq/MassTrans/5310.html>*



LAKE TRANSIT AUTHORITY

DRAFT Minutes

December 14, 2016

9:00 a.m.

Location: Lake Transit Authority, Lamkin-Sanchez Center, 9240 Highway 53, Lower Lake, CA

Present

Jim Comstock, Supervisor, County of Lake
Jeff Smith, Supervisor, County of Lake
Russell Perdock, City Council Member, City of Clearlake
Nick Bennett, City Council Member, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Chuck Leonard, Member at Large

Absent

Martin Scheel, Mayor, City of Lakeport
Vacant, Member at Large

Also Present

Mark Wall, Transit Manager, Lake Transit Authority
Bill McIntyre, Paratransit Services
Karl Parker, NEMT Program Manager, Paratransit Services
Lisa Davey-Bates, Admin. Staff - Lake County/City Area Planning Council (APC)
Alexis Pedrotti, Admin. Staff- Lake County/City Area Planning Council (APC)
Phil Dow, Planning Staff- Lake County/City Area Planning Council (APC)
Dante DeAmicis, Member of the Public

1. Call Meeting to Order

Director Perdock called the meeting to order at 9:03 am.

2. Roll Call

Alexis Pedrotti called roll. Members present: Smith, Comstock, Perdock, Bennett, Mattina, Leonard. Absent: Scheel, Vacant-Member-at-Large

Agenda – Emergency Item Request: Mark Wall requested the addition of an emergency item be added to the Agenda. LTA has ordered some propane conversion vehicles, as part of a recommendation out of the Energy Use Reduction Plan. The order has been delayed a few months, due to the company closing some plant locations. This delay has offered LTA an opportunity to make changes to the vehicles, but action needs to be immediate.

Director Comstock made a motion determining that there was a need to take immediate action and the need for action arose after the agenda was legally posted. The motion was seconded by Director Leonard, with no public comment and carried unanimously.

Mark is proposing that LTA consider changing the 7 four chassis propane conversion vehicles that were previously ordered to gasoline vehicles. The company that these buses were ordered through, Goshen Coach, has been bought out and the new company closed the plant that was currently constructing the vehicles and moved production to Kansas. This situation has been carefully reviewed by CalACT, because they actually hold the contract, and this new company has been found to be equally good or better than the previous. Due to the company's changes, LTA's order of

vehicles was delayed. This delay however, has opened a very narrow window for LTA to make changes to the order.

The propane conversion costs \$17,600 per vehicle, or a total of \$123,200 to cover all 7 vehicles. LTA will also need to install a propane filling station, with an approximate budget of \$50,000. The total cost of the project is \$173,200 to cover the propane conversion investment. After these propane buses are received, there is a very small chance that LTA may not order any more. The Air Resources Board (ARB) is not in favor of these propane conversion buses. Currently there is only one propane conversion bus company that passes ARB's testing. The use of propane will cost under a \$1 per gallon. The propane is estimated to use 28% less energy, but may also compute to 20% lower fuel miles per gallon. Taking that into consideration, cost per gallon for propane is around 10.5 cents. Currently LTA pays \$2.14 cents per gallon for gasoline. When taking the vehicles life span into consideration, if they run the estimated 200,000 miles, it will cost little over \$69,000 more to operate the propane vehicles. Although the propane is petroleum based fuel and is supposed burn cleaner, Mark doesn't feel the benefits outweigh the reality. Based on lack of environmental benefits and higher costs, the only thing left truly uncertain is gas prices. At this point, Mark is requesting to change the vehicles to gasoline and save \$173,200 upfront.

Discussions continued regarding the best scenario to proceed with the Mark's requested change. Mark reiterated the decision to originally choose the propane was identified in the Energy Use Reduction Plan, and Mark takes these suggestions seriously. The Energy Use Plan also suggested that LTA try to get grant funding to buy electric vehicles, which Mark has tried, but hasn't been successful. It also suggested replacing LED lighting, which is currently being completed.

Director Perdock was curious why Mark indicated propane may not be approved for future purchases. The ARB requirements are stricter on transit fleets than other fleets, because they are government owned. The ARB limits the types of fuel that can be used in transit vehicles. Currently, propane can still be used, however when the consultant was completing the plan they spoke to the ARB and it was clear they wouldn't continue approving propane for long. Mark thinks this decision gets down to the conversion of the buses and prices of testing.

Director Perdock opened the meeting for public comment.

Dante DeAmicis added that there would also be a large learning curve for the propane buses with maintenance mechanics.

Bill Macintyre did note that nobody is currently trained, and would also have to hire an experienced person in fueling the propane buses. It would increase costs for the LTA.

Director Comstock made a motion to accept the emergency item request to change the propane conversion originally ordered in the 7 new vehicles to gasoline. The motion was seconded by Director Mattina, and carried unanimously. Full Roll Call: 6 Ayes – Smith, Comstock, Perdock, Bennett, Mattina, and Leonard; 0 Noes; 0 Abstain; 2 Absent – Scheel, Vacant – Member at Large

3. Public input on any unmet transit need or any other item within the jurisdiction of this agency, but which is not otherwise on the above agenda.

Dante DeAmicis would like to revisit an issue that was discussed in the past. There had been some state level discussions about a plan to join a transit agency, that included coordination between transit agencies to provide interregional service. Dante is interested in obtaining more information; this is a huge need for Lake County. Director Perdock explained this item was not agenzized, and suggested he contact Mark Wall.

Bob Hamilton, representing the Seventh Day Adventist Church in Lakeport had a request. LTA supported the Homeless Warming Shelter last year by providing rides to and from the shelter. The church is requesting LTA's assistance in transit support again this year. LTA was a kind, and an

instrumental piece to the transportation needs of the warming shelter. The shelter is in same location, with no additional costs this year. Director Perdock again noted this was not on the agenda, and Bob will need to speak with Mark directly.

4. Approval of Minutes of August 10, 2016 (Draft)

Director Leonard made a motion to approve the August 10, 2016 Lake Transit Authority Meeting Minutes. The motion was seconded by Director Comstock and carried unanimously.

5. Approval of Minutes of September 14, 2016 (Draft)

Director Leonard made a motion to approve the September 14, 2016 Lake Transit Authority Meeting Minutes. The motion was seconded by Director Comstock and carried unanimously.

6. 2016/17 First Quarter Operating Statistics and Financial Status Report

The first quarter report discusses the Clayton Fire and its effect on the Lower Lake area. Mark included pictures and that helped depict how close it came to the LTA facility. Mark extended his thanks to Bill McIntire for his exceptional work during the fire.

Mark is unsure if the fire really affected the bus service this time. When reviewing the bar charts (included on page 3), the ridership was only down 2,000 passengers from last year. Last year Lake County had the Valley Fire, where free fares were offered for a longer period of time. This could justify this difference. Revenue hours are similar to last year. Cost per passenger is slightly higher, giving some mixed results. One concern is that the average fare per passenger has decreased. At this point, Mark didn't have an explanation to this decrease, but intends to look into it. Ridership by route indicated the only route increases were on Routes 1 and 8, and the rest went down slightly.

Mark reported the revenues and expenses are at 23%, the fuel is slightly below budget, the operations contract is at 24%. Overall the budget is looking good.

7. Advertising Services RFP

The previous advertising contractor was hired to work with LTA to coordinate purchases of advertising on the buses. The contractor took payments for the advertising, reported the sales to LTA and then paid 50% of the net to LTA. Recently, there have been delays with reporting sales and documenting income with this contractor. The contractor has been tardy with payments and there has been a lack of communication to LTA.

The LTA Board has requested Mark review the contract in its entirety, and clearly identify any breach of contract in a letter to the contractor, and request a response by a certain date. If there is not a satisfactory response, Mark is to take further steps as needed.

In bringing on a new advertising contractor, a concern is that those who have paid for advertisement have been placed on the buses. It was suggested that an inventory of current advertisers be established, and that they be contacted regarding the new contract that LTA will be awarding.

Next month the Board wants an update of this situation.

Mark has attached the RFP and sample contract of the new advertising contract, which will be similar to the one in the past. The contractor is responsible to sell advertising; and they are responsible for communications with the advertiser. Under the past contract, LTA received 50% of the advertising revenue; which is not standard around the state. 50% is quite high, so although there might be some issues with the past contractor, LTA did quite well with revenues generated by advertising on the buses. The sample contract identifies LTA's 2005 approved advertising policy, as well as industry standards. LTA will hold the right to use any unused space on the buses, along with

a number of other provisions. Mark continued to read through the provisions to the board. Director Comstock requested Mark add a bond requirement to the RFP.

Mark also recommends that he take the contract and RFP over to Bill Kranz, LTA approved legal counsel and have him review.

Director Comstock made a motion to proceed with the Lake Transit Authority's Advertising Services Request for Proposal, including the bond requirement addition, and upon review and approval of legal counsel. The motion was seconded by Director Mattina and carried unanimously.

Full Roll Call: 6 Ayes – Smith, Comstock, Perdock, Bennett, Mattina, and Leonard; 0 Noes; 0 Abstain; 2 Absent – Scheel, Vacant – Member at Large

8. Operations and Maintenance RFP

Mark reported this RFP has taken longer than expected. The plan is to issue before Christmas. This will push back the schedule slightly. Mark expects to have the RFP for recommendation at March board meeting.

9. Amendment NO. 10 to the Operations and Maintenance Agreement with Paratransit Services

As mentioned above, the schedule has been slightly delayed for the distribution of the Operations and Maintenance RFP. With this delay, Mark needs to provide an amendment to the current contractor, Paratransit through March 2017. Mark expects to be able to award the new contract within that time frame.

Mark pointed out the approved increase of rates effective January 2017. The reason for the increase is the collective bargaining agreement with the Teamsters Union. The basis of this extension includes only increase identified through Teamsters. Paratransit had mixed concerns, and included a specific notice to amendment and the proposal. They have limited increases as much as possible, to not expose too much information into the proposal. There was an adjustment made to the increase shown in the original packet, and the new increased amount should be \$97,043 per month.

Director Comstock made a motion approve Amendment NO. 10 to the Operations and Maintenance Agreement with Paratransit Services, as amended. The motion was seconded by Director Mattina and carried unanimously.

Full Roll Call: 6 Ayes – Smith, Comstock, Perdock, Bennett, Mattina, and Leonard; 0 Noes; 0 Abstain; 2 Absent – Scheel, Vacant – Member at Large

10. Transit Manager's Report

Report on 5311(f) Committee Meeting with Caltrans

Mark reported Caltrans is narrowing down what the funding might look like for next year. FTA 5311(f) is funding for Intercity Bus Routes, such as LTA's routes to Napa and Mendocino Counties. Originally this was submitted as one intercity bus project. Last year, Mark split the project and constructed them as separate routes in and out of county. With these projects being two separate projects, Route 3 and Route 4, it allowed for each to be funded. Those projects last year, each received \$300,000, the maximum awarded, bringing in \$600,000 for these two projects. Mark had suspected at that time Caltrans was too aggressively accepting applications, which created the financial impact to the overall program.

Caltrans has also been accepting toll credits for this program, meaning is no local match is required. If the agencies would have been required to provide local match, some may not have been able to submit an application. Caltrans has been generous in reviewing some of the qualifications for these projects. For years Caltrans had a surplus of funds, which is probably why they continued to be so generous. Caltrans sets aside 15% of all transit monies for intercity grants.

Late last summer, Caltrans announced there was a problem and would be establishing a committee to review and submit potential solutions. If they fund every operating grant they currently have that will total \$8 million. Caltrans only has \$4.1 million, which is the annual %15 set aside. The surplus funding is gone. The committee decided immediately to quit using toll credits. Without allowing toll credits, the total is down to \$6 million on projects. Removing the toll credits still didn't bring down the amount enough. Caltrans presented scenarios, such as placing a cap on each project amount, or apply a 25% cut across board to the program. Caltrans selected the across the board solution, meaning LTA will get 26% less than this year funding amount, resulting in an approximately \$120,000 cut to LTA.

Mark reminded the board that previously these two projects were one project were only received a total of \$300,000. It has only been the past two cycles that LTA received the increased \$300,000 for essentially running the same service. Caltrans did make agencies aware, that the agency cannot change service, or schedules, next year. This requirement may affect Route 1 and Route 4 in Lake County.

11. Paratransit Services Report

Bill McIntyre, Project Manager, Paratransit Services reported the following to the board:

Passenger Ridership – September had more last September, and then October last year offered free rides from valley fire, which offered a significantly higher ridership for last October.

Training and Recruitment – Bill reported that LTA, as of November 30, 2016 has four vacant driver positions. In a perfect world, Bill needs 3 full time and 3 part-time employees. LTA is preparing an advertisement for the positions.

Exceptions Report: Dial-A-Ride - not much happened, a few reports in Lakeport, and LTA is taking step to correct.

Vehicle Maintenance Status – Fleet includes 34 buses in operation.

Rider Incidents – September through November had 11 incidents reported. These incidents affected service delivery for total of (1.13) hours of staff time. Two of the incidents included law enforcement, and two were medical emergencies. One started Lakeshore Blvd. boarded bus with a gun. It was phoned in, and sheriffs came and arrested him at Running Creek. Only personnel allowed to carry a gun on the bus is Law Enforcement and retired Law Enforcement personnel.

Additional issue LTA dealing with is marijuana transported on buses in back packs, but can't prove.

Customer Service Report – Bill reported the complaints are low.

Summary – During the month of October, the Road Supervisor, Johnnie Lindsey arranged with Chief Sapeta of the Clearlake Fire Dept. to send 3 of his crew to the safety meeting to train staff in proper use of fire extinguishers.

LTA staff also participated in NCO's 17th annual Stuff-a-Bus Food Drive.

LTA had their annual CHP inspection, inspection found no violations.

12. Mobility Manager's Report

Report on 5310 Program Schedule

Karl Parker explained the call for projects for the FTA Section 5310 Program is February 9th and all projects have to be submitted by March 1st. Staff will be busy putting together an application. Karl and Mark will be attending application process training. The funding opportunity will cover equipment and operations. This opportunity will be discussed with planning groups; Lake APC will be issuing a notice to invite any participation in the program to obtain vehicles. SSTAC Chair, Eileen Dumont mentioned some interest from People Service, Inc. in replacing some of their fleet. Karl's thought is to lean into funding for operations to fund the Mobility Management position. There is also a need for a specific project to address the need for out-of-county non-emergency medical transportation services. Staff has thought to build a pilot program to utilize an underutilized route and bring it in as regular service.

Pay Your Pal Program

There are currently 6 clients enrolled, 4 of those clients were enrolled July through November. Total of 333 trips, reimbursed 13.6 miles. He has completed the brochure and is working to distribute those. Karl has participated in several meetings to explain the program in details. The strategy is to not just generally broadcast the information about the program, but strategically contact the people on the front lines, such as senior centers. Karl is working to develop a review committee to review applications and validate the client's enrollment; currently the program is operating on case by case basis.

Coordination and Organizational Development Activities

Karl is working on developing on partnership with St. Helena Hospital Clearlake. This coordination and agreement will allow the groups to work together to operate hospital transportation, and expand program service to Spring Valley and Clearlake Oaks. Currently the service being provided is limited. Karl noted this has been a long process working out the adjustments to the MOU. The MOU is currently stuck in the hospital's legal department.

This morning Karl received a call regarding the Clayton survivors that have been displaced to Konocti. They need assistance with non-emergency appointments; Karl is working with them as well.

Dante DeAmicis mentioned in regards to helping people at Konocti Harbor that Route 4a already stops there, but doesn't run on Saturday. One way to help immediately would be to run one run on Saturday.

13. Announcements

None.

14. Adjourn - the meeting was adjourned at 10:49 a.m.

Respectfully Submitted,

DRAFT

Alexis Pedrotti
Administrative Assistant

AGENDA
LAKE TRANSIT AUTHORITY

DATE: February 8, 2017

TIME: 10:00 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)

PLACE: City of Lakeport
Council Chambers
225 Park Street
Lakeport, CA

1. Call Meeting to Order.
2. Roll Call.
3. Public input on any unmet transit need or any other item within the jurisdiction of this agency, but which is not otherwise on the above agenda.
4. Approval of Minutes of the December 14, 2016
5. 2016/17 First Half Operating Statistics and Financial Status Report
6. Operations and Maintenance RFP
 - Update
 - Schedule
 - Volunteers to serve on evaluation panel.
7. Advertising Services and RFP Update
8. Transit Manager's Report
 - 5311(f) Allocations for 2017/18
 - LCTOP Funding - Potential Projects
9. Paratransit Services Report (Bill McIntyre)
10. Mobility Manager's Report (Karl Parker)
11. Announcements
12. Adjourn

Any member of the public may speak on any agenda item for a time period, not to exceed 3 minutes per speaker or 10 minutes per agenda item, prior to the Public Agency taking action on that agenda item.
